



# Ad Val Advisor

*The Newsletter  
for Wyoming  
Property Tax  
Appraisers*

Inside: ♦ Letter from the Director ♦ CAMA Update & Committees ♦ TerraScan Training Outline  
♦ News in Ad Valorem ♦ Introducing Wade Hall ♦ Upcoming Courses

## *Ad Valorem Tax Division Newsletter*

*Editor: Geir Solvang*

*Herschler Building*

*122 W. 25<sup>th</sup> Street*

*Cheyenne, WY 82002-0110*

### *Director*

*Edmund J. Schmidt*

### *Staff*

*Wade Hall, Administrator*

*Bob Williams, Management Consultant*

*David Chapman, Local Assessed Manager*

*Ken Uhrich, State Assessed Manager*

**Phone (307) 777-5200**

**FAX (307) 777-7722**

**Internet Address:**

**<http://revenue.state.wy.us>**

## Word from the Director

The new buzz word in the DOR is "Communication." Perhaps we haven't always communicated as well as we should, but we are determined to try. That is why I am so excited about the Division's first issue of Ad Val Advisor. In implementing a project the size and complexity of our new CAMA system, rumors, innuendo, and incomplete or inaccurate information can cause a lot of problems. People need to know what's going on and what problems and successes we are encountering. The selection of the vendor for the CAMA system has truly been a collaborative effort on the part of the Assessors, the SBOE and DOR. We need to continue that partnership. I hope you like the newsletter. If you do, please let the Division staff know that their efforts are appreciated

because as you know, change is always difficult.

I know you will join me in welcoming Wade Hall, our new Ad Valorem Division Administrator, who will be joining us on June 1st. Wade has ten years of experience as an assessor and recently went through a CAMA conversion project in his home county of Delta County, Colorado. Judging from my conversations with many of Wade's business associates, he has a well-earned reputation for consensus-building and working well with others.

Edmund Schmidt  
Director  
Department of Revenue

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## Ad Valorem News

The long awaited arrival of a new CAMA system is finally bringing us out of the 1980's and into the present. Along with new leadership in the Department of Revenue, the emerging new system has already had positive effects on the Ad Valorem Tax Division. The Local Assessed Section has been reorganized to optimize its support to the counties during implementation and after the new program is in place. Please refer to the new organizational chart on the last page to see the changes.

As the Director mentioned, this new Ad Valorem newsletter will help us deliver vital information to you on an on-going basis, and we hope the format will appeal to you.

The newsletter also welcomes articles from readers. You may have some great ideas or valuable knowledge that you want to share with other Assessor Offices, or you might want to start a discussion on a hot topic that is relevant to our field. We would like your feedback on the newsletter as well, so we can make certain that we are providing meaningful information to you every month.

In the mean time, have a great month and enjoy the spring!

Geir Solvang  
Appraiser  
Ad Valorem Tax Division

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## CAMA Update

The Department of Revenue has entered into the first round of contract negotiations with TerraScan. This is a critical part of the new CAMA project. All of the CAMA committee's expectations for the new system are being funneled into the document. As you might expect, this is quite a task that is requiring a lot of resources to complete.

As part of this process, the Department is working to identify all of the extra features the system will require to comply with Wyoming Statutes. Some of these features include the valuation of agricultural land and personal property and inclusion of State Assessed values on the CAMA system.

We are working to complete the contract by mid-June. However,

before this can happen both the Department of Revenue and TerraScan must agree upon all the terms of the contract. Moreover, the Standards Committees (see next article) need to be involved in the decision making process as well. This includes involving staff attorneys on both sides to finalize the details of the agreement. Obviously, it is difficult to lock in a definitive date with so many parties involved.

Dave Chapman  
Local Assessed Manager  
Ad Valorem Tax Division

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## Standards Committees

The Department of Revenue is organizing two separate Standards Committees to ensure a smooth and uniform transition into the new TerraScan system. The TerraScan application has some new concepts and procedures that will require the Ad Valorem Tax Division and the County Assessors to re-evaluate their work practices. The two Standards Committees will be responsible for developing processes and procedures to best accommodate the diverse needs of Wyoming.

The first committee will be referred to as the Technical Standards Committee and will be organized to address the technical/computer related issues of the project. The second committee will be referred to as the Appraisal Standards Committee and will be organized to deal directly with guiding appraisal philosophies.

The main focus of both committees will begin with the Contract Phase of the project. This phase contains items that need our immediate attention to successfully complete the contract with TerraScan. The Implementation Phase will require certain standards that will facilitate the conversion of data from existing systems to the TerraScan product. This will include those

records that will be converted to an importable format for TerraScan. The Maintenance Phase will be those standards that affect the property tax program over the long term.

Dave Chapman  
Local Assessed Manager  
Ad Valorem Tax Division

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## Employee Spotlight

In every Ad Val Advisor issue we will be introducing an Ad Valorem employee so you can get to know each of us a little better. Sarah Sitterle in our Local Assessed Section will be interviewing the staff members and putting the bios together starting next month. However, in this issue we would like to introduce you to our new Administrator, **WADE W. HALL**:



Wade Hall brings a wide range of experience to the assessment and mass-appraisal profession. For more than ten years, he has been directly involved in mass-appraisal and assessment. From January, 1993 to January, 2003, he was the Assessor for Delta County, Colorado, a medium-sized rural county located in western Colorado. There he directed appraisal and assessment of all classes of property, including agricultural, residential, commercial, industrial, and mining (underground coal) properties. He holds a Certified General Appraiser License, and has been recognized by the Colorado courts as an expert witness.

As a County Assessor, Mr. Hall was heavily involved in the affairs of the Colorado Assessors' Association, holding memberships in the Association's Agriculture and Legislative Committees. He also served as co-chair of the Geographical Information Systems and Audit

Committees. Mr. Hall received the 2001 Assessor of the Year Award to recognize his professional excellence and contributions to the Association.

Mr. Hall has been a long-time champion of integrating Computer Aided Mass Appraisal (CAMA) systems with Geographical Information System technologies and has made two presentations on this subject at the national Urban and Regional Information Systems Association (URISA) CAMA/GIS Conferences held in 2001 and 2002.

For the past several months, Mr. Hall has been engaged in private assessment and mass-appraisal consulting work. His clients have included several metropolitan and rural counties.

Prior to entering the assessment profession, Mr. Hall was active in several family businesses, including agricultural and electrical contracting enterprises. He also has worked as a freelance writer and has authored one book on a Western historical subject, and co-authored another.

Mr. Hall is a graduate of Western State College in Gunnison, Colorado where he majored in Business Administration. He also studied accounting, economics, geography, and land-use planning while there.

Mr. Hall's hobbies include the study of western history (emphasizing railroad history), photography (scenic, weather, and railroad), and mountain 4-wheeling. He is also a licensed amateur radio operator.

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## TerraScan Training

The following is a tentative outline of the training TerraScan will provide to the Counties. This will give you an idea of the areas they plan to train you on. A final outline and schedule will be sent out later this summer.

(TerraScan Training continued)

### Module 1 – TerraScan Basics

Module Objectives

**Exercise 0:** Windows® Basics (if required)

**Exercise A:** Tour the TerraScan Menus

**Exercise B:** Use the Toolbar

**Exercise C:** Use the Menu Bar

**Exercise D:** Create a Name and Address Master File Record

**Exercise E:** Create a Residential Parcel

**Exercise F:** Edit a Record

**Exercise G:** Use TerraHelp

**Exercise H:** System Security

**Module 1 Review**

### Module 2- Real Estate Parcels

Module Objectives

**Exercise A:** Create a Residential Appraisal File

**Exercise B:** Create a Sketch for a Residential Appraisal File

**Exercise C:** Select Comparable Sales

**Exercise D:** Create a Farm Parcel

**Exercise E:** Create a Farm Appraisal File

**Exercise F:** Create a Commercial Parcel

**Exercise G:** Create a Commercial Appraisal File

**Exercise H:** Create a Mobile Home Parcel

**Exercise I:** Delete and Reactivate a Parcel

**Exercise J:** Split a Parcel

**Exercise K:** Combine two Parcels

**Exercise L:** Create a Contract File

**Module 2 Review**

### Module 3 - Information Management

Module Objectives

**Exercise A:** Locate a Parcel

**Exercise B:** Change the Order of ATR Files

**Exercise C:** Browse Records

**Exercise D:** Create and Save Simple Queries

**Exercise E:** Use View Expression

**Exercise F:** Enter Data on the Permits Table

**Module 3 Review**

### Module 4 - Control Table Records

Module Objectives

**Exercise A:** Create and Delete Table Items

**Exercise B:** Edit Table Items

**Exercise C:** Create a Soil Table Record

**Exercise D:** Create a Permanent Crops Table record

**Exercise E:** Update the Ag Land Database

**Module 4 Review**

### Module 5 – CAMA

Module Objectives

**Exercise A:** Sketch Data Input and Maintenance

**Exercise B:** Residential Appraisal Marshall & Swift Cost Approach, Comparable Sales Approach and GRM

**Exercise C:** Commercial Appraisal Marshall & Swift Cost Approach Income Approach

**Exercise D:** Farm Appraisal

**Exercise E:** Depreciation and other Market Studies

**Module 5 Review**

### Module 6 - Sales Data

Module Objectives

**Exercise A:** Enter New Sales

**Exercise B:** Enter Historical Sales

**Exercise C:** Calculate Market Statistics

**Exercise D:** Print Sales Reports

**Module 6 Review**

### Module 7 - Printing and Reports

Module Objectives

**Exercise A:** Print a Predefined Report

**Exercise B:** Print a Mass Parcel Report

**Exercise C:** Create a User-Defined Report

**Exercise D:** Print a Report from an Index

**Module 7 Review**

### Module 8 - Program Maintenance

Module Objectives

**Exercise A:** Run Property Revaluation

**Exercise B:** Repair and Purge Files

**Exercise C:** Delete Orphaned Records and Temporary System Files

**Exercise D:** Clear Yearly Assessment Fields

**Module 8 Review**

### Upcoming Events and Courses

**7/8/03 – 7/10/03**  
Wyoming County Assessors Association Meeting, Hot Springs, WY

**7/14/03 – 7/18/03**  
IAAO Course 102  
Income Approach to Valuation, Lander, WY

**8/18/03 – 8/22/03**  
IAAO Course 201  
Appraisal of Land, Casper, WY

**9/23/03 – 9/25/03**  
IAAO Course 151  
Standards of Practice & Professional Ethics, Casper, WY

**10/6/03 – 10/10/03**  
IAAO Course 400  
Assessment Administration, Casper, WY

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**Wyoming Department of Revenue**  
**Ad Valorem Tax Division**  
As of 5/1/03

